

International Student Enrolment Process

1. Once you have read through Primus English's school information, download and complete the [International Student Application Form](#) and send it to admissions@eprimus.com.au.
2. The following documents are required with your application form:
 - a. A certified copy of your passport
 - b. Current visa
 - c. Current and Old CoE if you are holding any CoE
 - d. Old academic transcript (Australia or home country)
 - e. Evidence of any existing Overseas Student Health Cover (OSHC).
3. If your application is successful, you will be sent a Letter of Offer. There are two types of Letter of Offer:
 - **Conditional Offer** – you must fulfil the conditions stated in your offer letter (e.g. completing an English language course, submitting original documents).
 - **Unconditional Offer** – there are no conditions to your acceptance.
4. The tuition fees stated on your offer letter normally include your course tuition fees, Overseas Student Health Cover and non-refundable deposit component (if applicable). Your offer letter will contain detailed instructions as to how you can accept your offer.

You may then pay your fees, complete and submit the signed student agreement and letter of offer. If you have any questions about how to accept your offer, please contact us directly at admissions@eprimus.com.au.

Online payment

Primus English preferred method of receiving fee payments from students overseas is [by credit card or online payment](#).

www.eprimus.com.au

Other payment methods

You can also pay your fees by in person at our campus at *Level 3, 123 Lonsdale Street, Melbourne, VIC 3000.*

If not paying in person, then you should allow up to 5 working days for payment to reach Primus English and be reflected in your invoice. If, after this time, your invoice still doesn't indicate your fees have been paid contact us at admissions@eprimus.com.au for assistance.

5. Receive your Confirmation of Enrolment (CoE)

Once you have submitted the Offer Acceptance and Payment of Fees form, the PRIMUS College will check that all of your details are correct and then email you a written Confirmation of Enrolment (CoE).

Why do I need a Confirmation of Enrolment?

The Confirmation of Enrolment (CoE) is an official document issued to international students by college in Australia. It confirms that you have accepted a place in a course and have paid your tuition fees and Overseas Student Health Cover premium (OSHC). If you submit your CoE with your visa application, you will be asked for less supporting documentation and will receive your visa faster.

How do I receive my Confirmation of Enrolment (CoE)?

Primus Admin team will be emailed your CoE usually within five working days of receiving your completed Offer Acceptance and Payment of Fees form and fees payment for CoE. If you haven't received your CoE within seven working days of submitting the Agreement, please contact us at admissions@eprimus.com.au for assistance.